OCIO Office of the
Chief Information Officer
LIBRARY OF CONGRESS

How to Skype with Non-Library Attendees Using Outlook and Outlook Web Application (OWA)

Library users can set up a Skype for Business teleconference or video conference with non-Library attendees using Outlook and the Outlook Web Application (OWA):

- Skype for Business with Outlook
- Skype for Business with OWA

Skype for Business Meeting with Outlook

1. Ensure you are connected to the Library network:

   - Connect Library-Issued Computer to VPN with PIV
   - Connect Library-Issued Computer to VPN with Idaptive
   - Connect Personal PC to VPN with Idaptive
   - Connect Personal Mac to VPN with Idaptive

2. To schedule a meeting with non-Library attendees with Skype for Business, start by going to your **Outlook Calendar**.
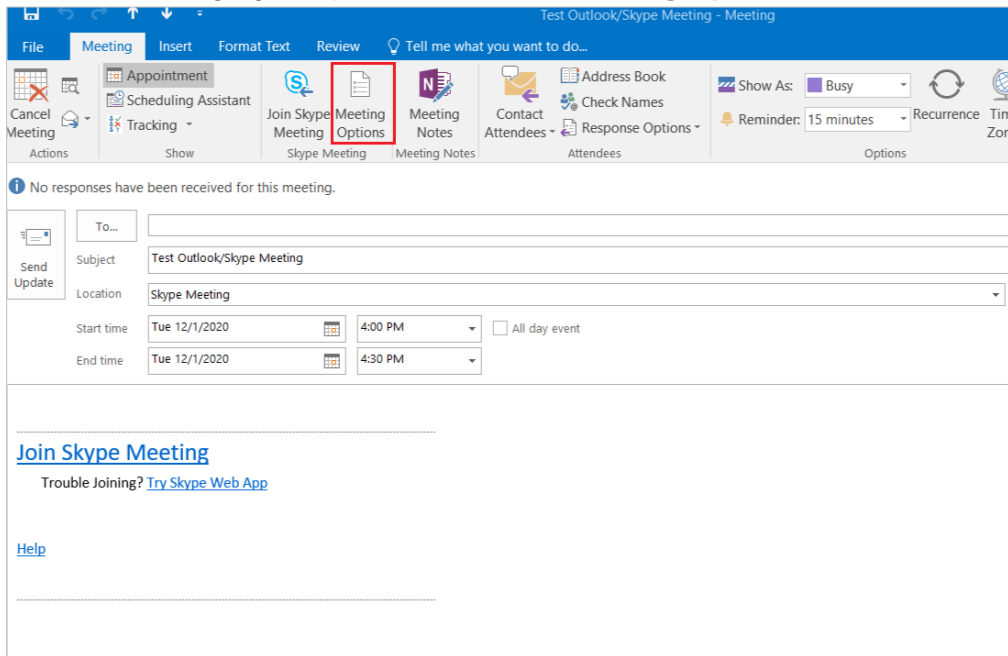
3. Click the **New Skype Meeting** icon on the top navigation bar:
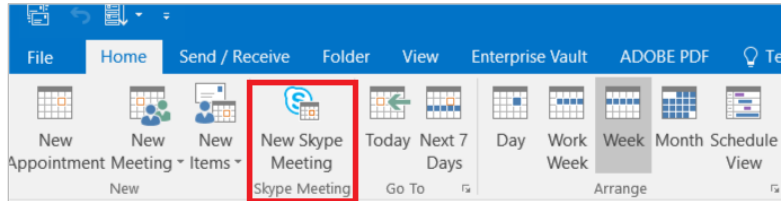
4. In the meeting request window, a meeting link to Skype will be automatically generated and added in. Type in the attendee(s) email addresses and the date/time information as you would for a standard meeting:
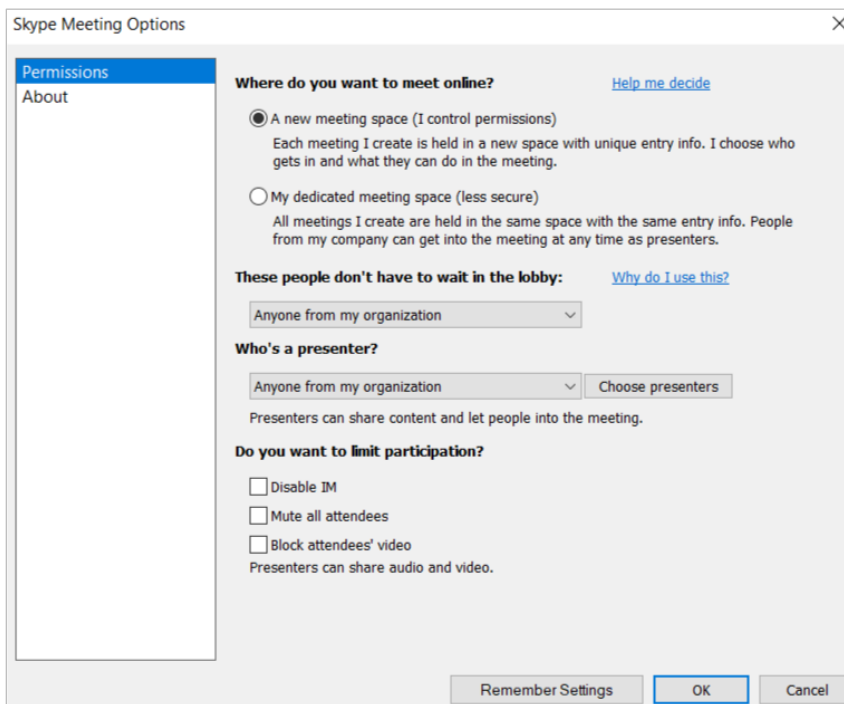
5. To view or change guest permissions, click **Meeting Options** in the Outlook event:

6. Select **Permissions** from the left-hand menu:

Note: Choose the option for **A new meeting space** to ensure you control permissions and keep the meeting secure.

7. If you are including attendees from outside the Library in the meeting, adjust your settings to allow those guests to enter the meeting without waiting (in the event the meeting host is late to join):

8. Presenters can share content and let people into the meeting. Choose how to restrict permissions for Library-internal and Library-external attendees in the **Presenter** dropdown menu:

9. Check the boxes to select how to limit **participation**:

10. Click **OK** to save any updated permissions.

11. Click **Send** to deliver the meeting invitation.

12. When it is time to join the meeting, you can do so by:
    - Opening the meeting event in your Outlook Calendar and clicking the Skype meeting link;
    - Joining directly via an Outlook event reminder pop-up on your desktop;
    - Clicking the meeting name under the 🗒 icon on your Skype for Business home screen:
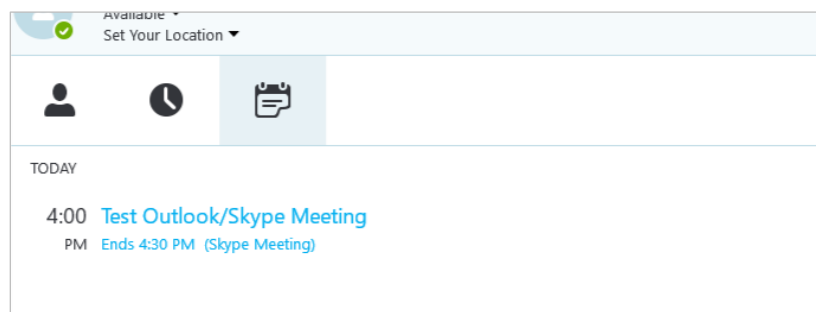
Skype for Business Meeting with OWA

1. Ensure you are connected to the Library network:
   - [Connect Library-Issued Computer to VPN with PIV](#)
   - [Connect Library-Issued Computer to VPN with Idaptive](#)
   - [Connect Personal PC to VPN with Idaptive](#)
   - [Connect Personal Mac to VPN with Idaptive](#)

2. Log into the Outlook Web Application: https://owa.loc.gov/

   a. If you are accessing OWA on a personal PC or Mac, follow the Personal PC or Personal Mac VPN instructions in Step 1 above.

   b. If you are accessing OWA on your Library-issued laptop, connect to the Library VPN as you normally would. Then, sign in to OWA with your Library credentials.

3. Make sure you are also logged into Skype for Business:
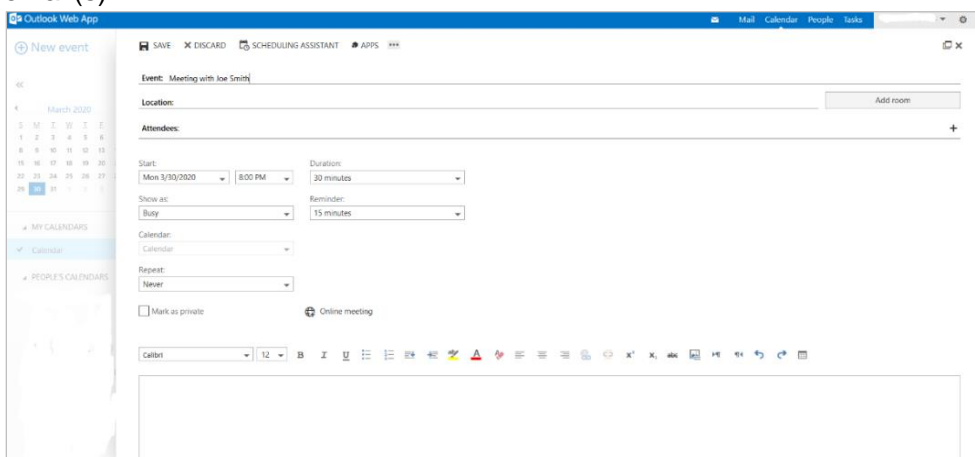   - [Skype for Business Guide](#)

4. Select **Calendar** on the top right navigation bar in OWA:
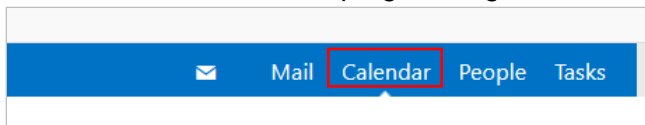
5. Click **New Event** on the top left of the screen:
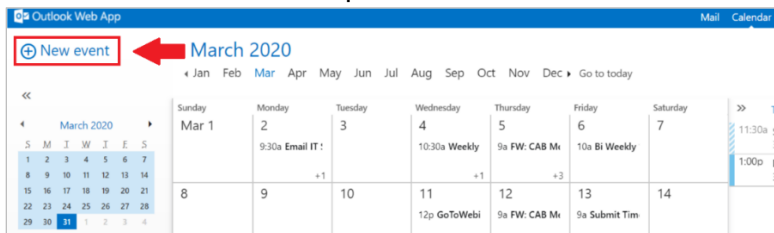
6. Enter your meeting information, including event name, time/date, and the attendee email(s):

7. To create the teleconference/video conference link for your Skype for Business Meeting Room, click **Online Meeting** in the middle of the meeting window:

Note: Do not edit the link that is inserted.

8. When all of the meeting details are entered, click **Save** on the top of the screen. This will schedule the meeting and send an email to the attendees you have invited.

9. When it is time for the meeting, click on the link in your calendar invite and join the meeting. External attendees will be able to join the meeting and will be in the meeting room lobby until you admit them into the meeting.